



# MONTEREY COUNTY SHERIFF'S OFFICE

## SHERIFF'S COMMANDER

\$8,171 - \$11,154 per month

**FINAL FILING DATE:** Thursday, April 15, 2010 by 5:00 p.m. (Postmarks and faxes not accepted). Exam 10/36A82/03LA

### THE POSITION

The Monterey County Sheriff's Office is recruiting for Sheriff's Commander to establish an eligible list of qualified candidates to fill current and future vacancies in the Enforcement Operations Bureau if they arise. The Commander is responsible for the direction, research and analysis of complex problems in managing, supervising and organizing the work of a station, division, program or department function.

### SIGNIFICANT DUTIES

Plans, implements, coordinates and directs a team, program, unit, division or station law enforcement operations; Assesses critical needs, assigns personnel, allocates resources and coordinates workflow to solve complex problems; Oversees and manages a station, division, program or department functions budget; and assists in preparing and administering department budget; Develops strategic plans related to the prevention and investigation of crime, protection of life and property, care and custody of inmates, and communications; Develops, assists, implements and issues detailed guidance and verbal and written directives for goals, objectives, policies and procedures; Manages and coordinates complex law enforcement activities with other divisions, stations, departments, and Federal, State, local, community agencies in law enforcement deployment planning and serving as incident or scene commander in emergency situations, critical incidents, and major events that may involve coordination with other agencies; Participates in the recruitment, selection, assignment and transfer of personnel; and directs or coordinates the professional development and training of personnel; Develops, creates, and monitors revenue producing, special or grant funded programs; and manages fiscal resources; Manages the most challenging, sensitive and confidential matters affecting employees, facilities, equipment, or operations; Prepares executive correspondence relating to legislative and departmental actions such as ordinances, grants, enforcement actions, internal affair investigations and disciplinary actions; corresponds and responds to public and other agencies inquiries.

### MINIMUM QUALIFICATIONS

**Licenses/Certificates:** Possession of a current California BASIC P.O.S.T. Certificate issued by the California Commission on Peace Officer Standards and Training; a valid California Class C Driver's License; and Pursuant to P.O.S.T. Section 1005 (b) (1), successful completion of the 80-hour mandated Supervisory Course. For Enforcement Operations: successful completion of a patrol field training program. Intermediate or Advanced P.O.S.T. Certificate highly desired. **Thorough Knowledge of:** Principles, practices and methods of modern police management and administration, leadership, organization, planning, and personnel supervision, evaluation, training and development; Federal, State, and local laws, codes, ordinances and court decisions applicable to the assignment; Monterey County Sheriff's Office policies and procedures; Provisions of the Peace Officer Bill of Rights; Procedures/use of resources and equipment required during emergency situations, critical incidents and major events. **Working Knowledge of:** Principles and practices of financial administration and control procedures; Investigative procedures, methods and techniques to include preserving crime scenes and evidence, identifying the elements of a crime, and obtaining statements; Monterey County Memorandums of Understanding for applicable employees; Modern Community Oriented Policing philosophy. **Skill and Ability to:** Interpret executive management direction and develop, administer and incorporate into operational policies and procedures; Identify and solve management and administrative problems; Recognize and respond to operational problems and those of a sensitive or political nature; Direct and participate in advanced administrative and operational activities; and coordinate with other agencies, departments, divisions and programs; Oversee, manage and assist in preparing and administering a station, division, program or departmental functions budget; Develop and implement long and short-range plans, coordinate resources and supervise the activities of personnel; Supervise, evaluate and train assigned personnel; Act decisively in emergency situations and adopt a proper course of action; Delegate responsibility and authority to others; Communicate effectively both verbally and in writing; Negotiate agreements between differing individuals and groups of individuals and resolve conflicts with tact and diplomacy; Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation or agreement of a plan, activity or program idea; Understand, interpret and apply pertinent laws, rules, regulations and ordinances; Establish and maintain effective working relations with those contacted in the course of work; Drive a full-size automobile at normal and high speeds in urban and rural areas in all types of weather and traffic conditions; and properly use firearms, radios and physical restraint.

**APPLY: Monterey County Sheriff's Office, Human Resources**

1414 Natividad Road, Salinas, CA 93906

(831) 755-3744 (831) 759-7298 (831) 796-1127

[www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel) OR [www.co.monterey.ca.us/sheriff](http://www.co.monterey.ca.us/sheriff) OR [www.joinmcsco.com](http://www.joinmcsco.com)

**24-HOUR JOB INFORMATION LINE**

(831) 755-5126  
(from Salinas area)

(831) 647-7726  
(from Monterey area)

**COUNTY OF MONTEREY IS AN EQUAL OPPORTUNITY EMPLOYER**

### **CONDITIONS OF EMPLOYMENT**

Training: Pursuant to the CA Commission on Peace Officer Standards and Training (POST), Section 1005 (c) (1), successful completion of a certified Management Course within the first year of employment. Must be available to work flexible hours, shifts, weekends, and holidays; and be subject to being available or called in during off-duty hours; Maintain the standards established by (POST), and the Sheriff's Office; Maintain a minimum level of physical fitness; Wear a uniform; and successfully complete a thorough background investigation, which includes a voice stress analysis, psychological examination and medical examination.

### **EXAMPLES OF EXPERIENCE AND TRAINING**

The knowledge, skills and abilities listed may be acquired in various ways. Typically, the successful candidate will have two years experience comparable to a Monterey County Sheriff's Sergeant with experience in special or career enhancement assignments and responsibilities.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Read or see objects under ambient, limited or artificial lighting and at a reasonable distance with sufficient clarity; Hear normal speech and other audible events; and verbally communicate over a two-way radio; Sit and stand for long periods of time; Work indoors and outdoors, tolerate extreme noise and vibrations, work in confined working spaces and work with or around chemicals, explosive materials, and mechanical and electrical hazards in emergency situations, critical incidents and major events; Walk, run, jump, kneel, crouch, reach, twist, stoop, squat, crawl and climb; Carry or drag the average weight of a person (approx. 150 lbs); Defend oneself against attack, restrain violent persons or take physical charge of a person who may resist arrest.

### **APPLICATION SUBMITTAL & SELECTION PROCEDURES or PROCESSES**

- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of required application materials: a completed Monterey County Application and response to the Supplemental Questions.
- Applicants who fail to complete a County Application and response to Supplemental Questions will not be considered for this position. Résumés will not be accepted in lieu of required application materials.
- All application materials must be received in the Monterey County Sheriff's Office no later than March 1, 2010, to be included in the first screening. Applications received after March 1, will be screened on a monthly basis.
- Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may also include an oral examination, pre-exam exercise, performance exam and/or written examination.

Applications may be obtained from and submitted to:

Monterey County Sheriff's Office-Human Resources

1414 Natividad Road, Salinas, CA 93906

Phone: 831-759-7298 or 755-3744

Our Website: [www.co.monterey.ca.us/sheriff](http://www.co.monterey.ca.us/sheriff) or [www.joinmcsso.com](http://www.joinmcsso.com)

OR APPLY ON-LINE at [www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel)

**NOTE:** If you believe you possess a disability that would require test accommodation, please call Sheriff's Human Resources at (831) 755-3744. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.

### **COMPENSATION AND BENEFITS**

Monterey County offers an excellent benefits package (C Bargaining Unit) including:

- **Health Insurance:** Flexible Benefit Allowance.
- **Life Insurance:** the County provides coverage of \$50,000 Term Life.
- **Holidays:** 10 days per year plus one floating holiday.
- **Annual Leave:** 23 days in the first year; up to 35 annually after 25 years.
- **Professional Leave:** 5 days per year; non-accruable.
- **Public Employees Retirement Plan:** 3% at 50 formula. Employee pays 9%.
- **Deferred Compensation:** The County has a voluntary deferred compensation program.

The Sheriff's Commander classification is in Bargaining Unit C. More information regarding benefits may be obtained from our web site at [www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel). The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding for Unit C prevail over this listing. C - LA-03/08/10